



TRAINING SEMINAR LOCATIONS

NEW Administrator Training

JANUARY 12-16, 2004

Embassy Suites - RiverCenter
10 East River Center Boulevard
Covington, KY 41011
(859) 261-8400

Guest Room Rate: \$109

Reservations must be made by 12/22/03

Current Certified Administrators Only

JANUARY 26-27, 2004

Hyatt Regency Louisville
320 West Jefferson
Louisville, KY 40202
(502) 587-3434

Guest Room Rate: \$69

Reservations must be made by 12/25/03

Current Certified Administrators Only

JANUARY 28-29, 2004

Hyatt Regency Louisville
320 West Jefferson
Louisville, KY 40202
(502) 587-3434

Guest Room Rate: \$69

Reservations must be made by 12/25/03

DETAILS

Who should attend: Staff of organizations wishing to administer Kentucky Community Development Block Grant (KCDBG) grants. **NOTE: For 2004, all KCDBG grant administrators in the Commonwealth of Kentucky must be certified.** In order to become certified, grant administrators **MUST** attend the training session in Covington, and must pass the certification exam given on the last day of the training. **Individuals certified in 2003 must attend one of the sessions in Louisville in order to maintain their certification.**

Tuition: Registration for these courses is **FREE** of charge.

Registration: Complete the Registration Form attached. Fax your form to (502) 573-1519 or mail to: *Renee Smith, Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601.* Sorry, no phone registrations can be accepted. **The registration form must be received by DLG no later than Monday, December 15, 2003.** For more information call (502) 573-2382 or (800) 346-5606.

Accommodations: A limited number of guest rooms are available at the above noted hotels at a special group rate. Please make your reservations directly with the hotel. Be sure to mention the **CDBG Administrator Training** when making your reservations in order to get the group rate. **Please note that making hotel reservations does not register you for the CDBG Administrator Training. You must submit the attached Registration Form to the Department for Local Government (DLG).**

Travel Arrangements: Class size will be limited to 80 people for current certified administrators. You will receive e-mail confirmation that you have been registered for a specific session. Do not make travel arrangements that may result in penalties until you receive a confirmation notice.

Special Needs: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, or large print, are asked to contact DLG at (502) 573-2382 at least three weeks prior to the workshop so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access DLG at (502) 564-6500.



CDBG ADMINISTRATOR TRAINING

Who should attend: Staff of organizations wishing to administer Kentucky Community Development Block Grant (KCDBG) grants. **For 2004, all KCDBG grant administrators in the Commonwealth of Kentucky must be certified.** In order to become certified for the first time, grant administrators **MUST** attend the training session in Covington, and must pass the certification exam given on the last day of the training. **Individuals certified in 2003, must attend one of the sessions in Louisville in order to maintain their certification.**

Kentucky's CDBG Administrator Training provides administrators with a strong foundation in the rules and requirements of administering a KCDBG grant. The training is based on the handbook that is provided at the training session and covers:

- Project Administration and Financial Management Responsibilities;
- Environmental Review requirements;
- Program Income and Revolving Funds;
- Procurement and Contracting;
- Labor Standards and Construction Management;
- Acquisition and Relocation requirements;
- Management of Housing, Community Projects and Public Facilities, and Economic Development Projects;
- Fair Housing and Equal Opportunity Regulations;
- Documentation that National Objectives are being met;
- Amendments, Monitoring and Other Requirements; and
- Project Close-Out.

Anyone interested in receiving or maintaining certification to manage program year 2004 KCDBG grants must attend the appropriate training. Grantees receiving KCDBG funds must demonstrate that a certified grant administrator will be utilized for grant administration.

You may contact Renee Smith at (502) 573-2382 or e-mail ARenee.Smith@mail.state.ky.us with questions.



DISCLAIMER

The Department for Local Government does not discriminate on the basis of race, color, national origin, sex, age, religion, familial status, or disability, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

REGISTRATION FORM

Participants must register by fax or mail.

Feel free to make copies of this form and complete one for each individual who wishes to attend.

SORRY, ABSOLUTELY NO TELEPHONE REGISTRATIONS CAN BE ACCEPTED!

MAIL TO:

Department for Local Government
Division of Community Development
1024 Capital Center Drive Suite 340
Frankfort, KY 40601

FOR INFORMATION CALL:

(502) 573-2382
TDD (502) 564-6500

FAX TO:

(502) 573-1519

CHECK THE SESSION YOU WISH TO ATTEND:

☐ January 12-16 – Covington

☐ January 26-27 -- Louisville

☐ January 28-29 – Louisville

Mr.

Ms.

Last Name

First Name

Middle Initial

Title

Organization

Address

City

State

Zip

Phone Number

Fax Number

E-mail address

Which of the following best describes your organization?

____ private, for-profit company

____ local government agency

____ nonprofit organization

____ area development district

____ other _____